



ALABAMA BOARD OF COSMETOLOGY

PO BOX 301750

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www.aboc.state.al.us

APPLICATION FOR CONTINUING EDUCATION PROVIDER

- **Please Submit This Application With One Original and Seven Copies to the Board Office at Least Ninety (90) Days Prior to Date of Seminar.**

Seminar Date: _____ Location: _____

Number of Hours _____ Please Check Category: Masters Only _____ Masters & Instructors _____

NAME OF PROVIDER _____

ADDRESS _____

PHONE _____

CONTACT PERSON _____

PHONE _____

DESIGNATED PRINCIPAL (IF DIFFERENT FROM CONTACT) _____

PHONE _____

Brief Description of Course: _____

- Applications must be submitted to the office at least 90 days before date of seminar
- Facilities must be in acceptable condition and of adequate size
- Seminars must meet Board standards and contribute directly to professional competence of attendees
- Instructional materials must be current and technically correct
- Seminars must be organized in fifty (50) minute segments of continuous group participation. Each segment counts as one hour
- Physical attendance at seminars is required for licensees to receive credit
- The Board will approve only continuing education seminars which are physically offered in Alabama
- Speakers must be recognized experts in their profession and must make presentations in person
- Proper record of registration and attendance must be kept for at least three (3) years
- A person designated as principal must be present at all activities
- Providers must notify the Board office at least fifteen (15) days before canceling or rescheduling seminars; otherwise
- Future seminars will not be approved for at least one year from the date of the seminar which was rescheduled or canceled
- Generic references to products must be made. Promotions of brand names will not be allowed
- Applications must include the following:
 1. Outline of educational objectives and course materials
 2. Biographical sketch of each instructor
 3. How registration and attendance will be monitored and where these records will be stored

4. A sample completion certificate awarded to attendees which includes: provider's name, date and location of seminar; credit hours of program; name and license number of attendees; Board certification number

SIGNATURE OF RESPONSIBLE PERSON

DATE

Revised 6/06. Replaces all previous forms

FOR ABOC USE ONLY	
DATE RECEIVED: _____	
APPROVED: _____	DATE: _____
DISAPPROVED: _____	DATE: _____

ATTENTION: This Page Does Not Have To Be Returned With Application

- A. The following general subjects are acceptable if outlined standards are met. The Board may revise requirements from time to time, and changes will be sufficiently publicized.
1. Principles of Cosmetology
 2. Principles of Nail Care
 3. Principles of Esthetics
 4. Principles of Instruction
 5. Public Health Issues and Concerns
 6. Salon/Spa Management
 7. Internal Revenue Service Regulations
 8. Computer Skills
 9. Business Administration
 10. Specialized Skills
 11. Other Subjects Which Contribute to Professional Competence of Licensees
- B. The Following programs will qualify for credit if all other requirements are met:
1. Professional Development Programs of National and State Cosmetology Organizations
 2. University or College Courses. One Semester Credit Hour Equals 15 Hours of CE Credit, and One Quarter Credit Hour Equals 10 Hours of CE Credit
 3. Non-credit University or College Courses Which Meet Standards. One Classroom Hour Equals One Hour of CE Credit
 4. Presentations by Other Credible Recognized Entities such as IRS and Red Cross
- C. Instructors, Discussion Leaders and Speakers may receive one hour of CE credit for each hour of time on programs. No additional hours will be allowed for repetition of the same subject matter.
- D. In addition to Certificates of Attendance and Completion the Board may examine attendance records, transcripts or other evidence from sponsors or any legitimate source to verify compliance with CE requirements.